

Glendale Planning and Historic Preservation Commission
Monday, August 31, 2020
Meeting Minutes

Pursuant to notice, the Glendale Planning & Historic Preservation Commission met at 5:30 pm on Monday 31 August 2020 via Virtual Zoom session due to the Shelter in Place orders. The meeting meets all Open Meeting regulations as revised by Ohio House Bill 197.

In Attendance: Chairman Tom Breidenstein, Vice Chairman Tom Kerr and members Bob Kooris, Beth Sullebarger, Dan Mayzum and Mayor Don Lofty. Village Administrator Walter Cordes, Administrative Assistant David Lumsden and Village Clerk Becky Terrell were also present. Member Randy Green was absent.

Chairman Tom Breidenstein called the meeting to order at 5:30 p.m. and declared a quorum present. He welcomed everyone to the virtual Zoom meeting and asked Administrative Assistant Lumsden to instruct all attendees on how to utilize Zoom functionality.

Agenda Items

- I. **Review and approval of 3 August 2020 regular meeting minutes.** Vice Chair Kerr moved to approve the minutes as submitted. Ms. Sullebarger seconded the motion and it passed via unanimous voice vote.
- II. **Old Business**
No Old Business was discussed.
- III. **New Member Welcome/Appointment of Planning Commission Secretary.**
Chairman Breidenstein introduced and welcomed Ms. Leslie Cooper to the Planning Commission as the newest member appointed by Mayor Lofty and the Village Council. Chairman Breidenstein announced that Secretary Beitz resigned from the Planning Commission leaving the Secretary position open. Historically the newest Commission member serves as secretary and Mr. Mayzum agreed to act as interim Planning Commission Secretary. Mayor Lofty added that the Commission application deadline is Monday 17 August and at least 1 person has expressed interest thus far. Following the deadline, a meeting of Council will be held to review applicant prior to the appointment. Given the September meeting is at the end of August the appointment could occur at the end of August or at the 5 October meeting with timing based upon scheduling a Special Council meeting. Ms. Sullebarger moved that Mr. Mayzum act as interim Commission Secretary. Mr. Kooris seconded the motion passed unanimously via Commission voice vote.
- IV. **New Business**
Appropriateness Review of Official Applications:
 1. **1079 Church, Elizabeth Jones, replace 6 windows, Ms. Elizabeth Jones.** Ms. Jones, homeowner, represented the application. Ms. Jones stated that she has identified a company that could complete the windows and woodwork requested. She also has consulted with Ms. Sullebarger regarding the windows and other comparable homes. The proposed windows are

- Anderson Woodwright windows and she is requesting a 1 over 1 light configuration. The current window configuration is a mixture of 2 over 2 and 1 over 1 windows. Ms. Sullebarger stated that she did review the existing windows and noted that the house was built around 1895 and the 2 over 2 windows are original to the house. There are 2 additions (kitchen, bedroom circa 1940) that have 1 over 1 windows. The 1 over 1 replacement is fine in the addition but she would like to see the 2 over 2 on the front of the house quoting the window replacement guidelines. Secretary Mayzum stated that window in the front being 2 over 2 would be more appropriate due to width of the house and scale but he is not opposed to 1 over 1 but believes the change would decrease the home's character. Mr. Kooris moved to approve application with front window being 2 over 2 and rest 1 over 1. The motion failed due to lack of a second. Ms. Sullebarger moved that the 5 windows in the front part of the home be 2 over 2 and 1940 wing be 1 over 1 to maintain the historic configuration. Secretary Mayzum seconded the motion. The motion passed with the following results: Vice Chairman Kerr – yes, Mr. Kooris – no, Ms. Sullebarger – yes, Secretary Mayzum – yes.
2. **25 South Lake; replace & enlarge existing deck, Scott McDonald. Mr. McDonald,** homeowner, represented the application stating that he purchased the house in early March and wishes to replace/extend existing deck as there is no yard access currently. The request would extend the deck and add a stairway to the ground. The materials would be composite decking and vinyl railings that would be a turned spindle design. Chairman Breidenstein asked if the intent is to duplicate the railing on the front for the entire deck [yes]. Vice Chairman Kerr noted the preference to add skirt screening to cover the space under the deck [homeowner agreed]. Secretary Mayzum suggested a khaki/tan color to camouflage dirt. Mr. McDonald said the fascia and top of concrete and treads/risers are grey and the color will carry to the new deck. Mr. McDonald asked if a particular skirting is required and Vice Chairman Kerr suggested going around Village to look at lattice examples. Vice Chairman Kerr motioned to approve the application as submitted with the addition of lattice skirting suggesting horizontal band-board to match color of proposed decking. Ms. Sullebarger seconded the motion and the motion passed via unanimous Commission voice vote.
 2. **30 W. Fountain; new front staircase, Steve & Rachel Thomas. Mr. Thomas,** homeowner, represented the application. Mr. Thomas stated that the contractor will create drawings and suggested deferring action until that is completed. Vice Chairman Kerr asked if the design will match the existing railing and spindles [yes, that is intent]. Ms. Sullebarger stated that the house seems designed for front steps and installing front steps would be a welcome addition. Secretary Mayzum suggested looking under the siding to see if there are any original spindles. Mr. Kooris requested that the contractor or architect layout walkway plan at base of stairs. Ms. Sullebarger moved to defer to October meeting. Vice Chairman Kerr seconded the motion and the homeowner concurs with deferral. The motion passed via unanimous Commission voice vote.
 3. **28 James Place; pool; conditional use. Recommendation action and referred to Council, Nick & Pat Munafa.** Ms. Sullebarger noted the 3 items to be considered for conditional use; Impact to traffic, impact to Village Plan; impact to neighborhood. The neighborhood impact is critical so if the neighbors are OK, then the conditional use should be recommended. It was noted that the Architectural Review Board (ARB) previously approved the plan. Ms. Sullebarger moved to recommend the application for conditional use be approved and forwarded to Council for action. Vice Chairman Kerr seconded the motion. Administrative Assistant introduced Mr. Patrick Meyers (neighbor) contacted the office to speak and Mr. Meyers stated that he had nothing to say, just listening. The motion passed via unanimous Commission voice vote.
 4. **835 Woodbine; replace driveway with new materials, Jessica & Chris Collette. Mr. Collette,** homeowner represented the application stating that the driveway has become a

- maintenance issue with asphalt deteriorated. The new driveway would be the same footprint but the material would be concrete. Mr. Kooris moved to approve the application as submitted. Vice Chairman Kerr seconded the motion and it passed via unanimous Commission voice vote.
5. **24 E. Sharon, windows replaced, Ms. Meghan Gullette. Ms. Gullette**, homeowner stated that all windows failing or are not functional. The request is to keep the 2 original windows and replace the remaining and replace them with same 2 over 2 design. Mr. Kooris asked about the materials [wood window, vinyl clad and mutton between window panes]. The mutton requirements were reviewed. Mr. Kooris moved to accept the application with the condition that the windows are same configuration with exception of bathroom and kitchen and the windows are simulated divided lights with mutton on outside. Secretary Mayzum seconded the motion and the motion passed via unanimous Commission voice vote.
 6. **80 E. Sharon, fence; east apron fence barrier, Glendale Fire Department. Chief Hardwick** was present to represent the application stating that the current fence on southwest corner of building was a barrier put up during addition. The intent is to shield the air conditioning unit and the trash and recycling containers. The east side old ramp area will have a prefab aluminum unit installed. Vice Chairman Kerr asked if there was a plan to add fencing on the Sharon Road side of the pad [no, no plans]. Vice Chairman Kerr moved to approve the application as submitted. Ms. Cooper seconded the motion and it passed via unanimous Commission voice vote.

V. **Persons Addressing the GPHP Commission/Other Business**

Adjournment: Mayor Lofty motioned to adjourn the meeting. Ms. Sullebarger seconded the motion and it passed via unanimous voice vote. The meeting adjourned at 6:59pm.

Next regular meeting – Monday 5 October 2020 at 5:30 pm

Submitted by Acting Secretary Dan Mayzum

As assisted by Becky Terrell